



Protecting Values at Risk

CITY OF FLAGSTAFF FIRE DEPARTMENT

211 W. Aspen Avenue
Flagstaff AZ 86001

Phone 928-213-2500
Fax 928-213-2599

SPECIAL EVENT PERMIT CONDITIONS

Event:
Location:
Fire Inspector: P. Staskey
Applicant:

Event Dates
Event #
Date:
Phone:

Please comply with entries that only apply to your event:

- ☐ 1. Designated fire lane(s) required.
- ☐ 2. Aspen St. May be **closed**. The north side of the street may be **blocked**, from the center of the street to the face of the curb. The south side of the street shall remain clear and open. **NO EXCEPTIONS.**
- ☐ 3. *Do not block streets.* Streets cannot be **blocked** off for any length of time, thus, preventing fire department vehicles from immediate emergency access. Closed portions of the street(s) are allowed from the curb to the center on the street but shall not include the center painted lines. (One half on the street shall remain clear at all times.) Fire hydrants shall have a clear space of at least 3' on the sides and back and a wide clearance in front of the hydrant (street side). Corner of Humphreys St. and Birch Avenue fire hydrant can not be fenced in. **NO EXCEPTIONS.**
- ☐ 4. Parade route as shown on the site plan is approved. *Streets along the parade route cannot be blocked* off for any length of time, thus preventing fire department vehicles from immediate access.
- ☐ 5. Use only commercial type barricades and traffic cones.
- ☐ 6. Banners, signs, arches, and objects shall not be strung or erected across any portion of the street or fire department access; unless the vertical clearance below any part of the object is 13' 6" or higher, and the width is one traffic lane wide (minimum of 15' or as approved by the Fire Code Official). Failure to comply with this requirement will require the removal of this device. **NO EXCEPTIONS.**
- ☐ 7. The finish line fence type shall allow for easy removal for emergency vehicle access. If an overhead type device is used, it shall have an overhead clearance of 13' 6" for the entire overhead device and a minimum width from edge of curb to the center of the street.
- ☐ 8. Do not block business exits.
- ☐ 9. Do not **block** the alleyway(s). They are fire dept. access.
- ☐ 10. The maximum occupancy load for Heritage Square:
Plaza Area – 957
Steps – 230

Stage - 82

Heritage square is built above an underground parking garage. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed above. The occupancy load shall not be exceeded throughout the event. Use barricades and persons with counters to enforce the maximum occupancy loads.

When the Fire Department determines the occupancy load limits are not being enforced, off duty Flagstaff Fire Inspector(s) will be assigned to this event to monitor the occupancy loads until the event ends. The event sponsor or applicant will be billed at the rate of \$35.00 per hour for each fire inspector.

11. A complete inspection of all amusement rides is required; this includes the generator, generator trailer, all carnival amusements, static and mechanical, (regardless of size), and fun house(s).

12. **Tents (Section 2403):** Tents and membrane structures having areas in excess of 400 sf. are to be manufactured of flame resistant material or to be treated with an approved flame retardant. **Tent-** closed on more than 25% of all sides. Tent Inspection Charge \$50.00 for permit.

13. Cooking and heating equipment shall not be located within 5 feet of combustible materials, such as wood pallets and boxes, cardboard materials, cloth or other fibrous materials, etc.

14. Tents where cooking is performed shall be located 20' from any other tent, canopy or membrane structure.

15. LP-gas (propane) containers shall be located outside and secured from tipping over. Safety relief valves shall be pointed away from tent canopy or membrane structures.

16. Compressed gas bottles/cylinders must be secured to prevent tipping or falling over.

17. Liquid or gas fueled appliances must be in good repair without fuel leaks or frayed electrical cords. Extra fuel must be kept in containers approved for that use and must not exceed 5 gallons in capacity.

18. Small generators (under 25Kva) shall be located a minimum of 5 feet from tents, canopies, or membrane structures and placed with the exhaust pointed away from these structures and other combustible materials and secured to prevent a trip and burn hazard to the public .

19. Extension cords must be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and must only be plugged into a 3-pronged receptacle.

20. Food vendors must be pre-approved and inspected after setup (prior to the start of the event). Call a City of Flagstaff Fire Inspector for condition questions and approval.

21. Prevent cooking appliances from tipping over. Protect cooking appliances from persons coming into contact with the devices.

22. Prevent heating devices from tipping over.

23. An automatic hood fire extinguishing system is required for mobile kitchens where produce grease-laden vapors are produced. Ex: hamburgers, potato fries, onion rings, fry-bread, donuts, etc. System must have evidence (an affixed tag), of being serviced and inspected within the last six (6) months. *Local fire protection system companies are available to inspect your kitchen hood system. Check the local phone book for company listings.*

☐ 24. A portable fire extinguisher (Minimum size: 2:A, 10:BC) is required inside of cooking tents, cooking canopies, cooking trailers and mobile kitchens and outside each cooking area (except at public grills in the city).

☐ 25. **Beware!** All open flame demonstrations: fire dancing/juggling, artsy fire demonstrations, etc. are strictly prohibited without a special fire permit which includes the presence of a uniformed, Flagstaff Firefighter. For fire demonstration permit information and permit fees, contact a City of Flagstaff Fire Inspector at (928) 213-2500.

☐ 26. Generators over 25Kva are required to have permits. These permits are issued by the City of Flagstaff Building Division. At (928) 213-2620. These generators shall be located a minimum of 20 feet from tents, canopies, or membrane structures and setup with the exhaust pointed away from these structures and other combustible materials.

☐ 27. All generators: Gasoline for each portable generator; Five (5) gallons maximum shall be in "approved" containers.

☐ 28. A fire extinguisher must be kept near the generator. Minimum size: 2:A10: BC.

☐ 29. Cover electrical cables to mitigate tripping hazards.

☐ 30. A fire safety inspection is required. Contact the City of Flagstaff Fire Department to arrange for a fire safety inspection at (928) 213-2500 (allow ample time before the start of the event).

☐ 31. Other Requirements: Open Burning permit and Fire Watch Agreement

☐ 32. Other Requirements: Tents 400sq ft or larger require a permit.

☐ 33. Other Requirements:

All permit fire safety conditions must be followed from the start of the event and continued through, until the completion of the event. Failure to follow these fire safety conditions will result in the discontinuance of the specific activity, until all fire safety violations are corrected.

Definitions:

Closure: Street is closed by means of barricading, with industrial type barricades, normally at street intersections. Still allows for thru access for emergency vehicles by keeping one half of the street open and clear.

Blocked: Reduced street width that does not allow thru access for emergency vehicles. Blockage may include objects being placed, parked, or erected in the travel lanes that are temporary or permanent.